



UNITED STATES MARINE CORPS  
Marine Corps Detachment  
328 Fort Lancaster Avenue  
Goodfellow Air Force Base, TX 76908-3213

DetO 1050.1G  
Adj  
14 Oct 05

DETACHMENT ORDER 1050.1G

From: Commanding Officer  
To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3H w/Ch 1,2  
(b) MCO 1130.62B  
(c) MCO 1050.16  
(d) MCO P1020.34G  
(e) TrngComO 1050.1

1. Purpose. To publish procedures and policies relating to the conduct of leave and liberty within this detachment in accordance with the references.

2. Cancellation. DetO 1050.1F and Cmd Policy Ltr 01-04.

3. Scope. Except where otherwise noted, the procedures and policies contained herein will apply to members of this detachment, which is located at Goodfellow Air Force Base (GAFB), San Angelo, Texas.

4. Background. Reference (a) provides detailed instructions for the implementation of policies concerning leave, liberty and administrative absence within the Marine Corps as authorized by the Secretary of Defense or the Secretary of the Navy. Reference (b) publishes information and instructions for the establishment and administration of the Marine Corps Command Recruiting Program, which includes provisions for leave extensions/special liberty incentives. Reference (c) provides entry/travel information and instructions pertaining to visits and travel for Marines in a leave status outside the United States. Reference (d) provides uniform regulations, to include appropriate uniforms for wear while in a leave/liberty status. Reference (e) is Training Commands Order regarding outlined leave/liberty policies.

5. Leave Policy

a. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence is referred to as emergency leave. Emergency Leave will be granted to the Marine only after Red Cross verification has been received or other information becomes available, which verifies the emergency. Emergency Leave is an authorized absence from the place of duty and is chargeable to the account of a Marine. Individuals in a disciplinary or excess leave status will be carefully screened prior to the authorization of emergency leave. Emergency leave should be authorized whenever one or more of the following circumstances is determined or believed to exist by the Leave Granting Authority.

(1) Upon the death of a member of the Marine's or spouse's immediate family as defined in reference (a).

(2) When the return of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family as defined in reference (a).

(3) When important responsibilities are placed upon the Marine, which cannot be accomplished from the Marine's duty station, due to any serious illness/injury of a member of the Marine's or spouse's immediate family as defined in reference (a).



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b. Annual Leave. Annual leave is an authorized absence from the place of duty and is chargeable to the account of a Marine. Leave is normally accrued by a Marine at the rate of 2.5 days per month. The following restrictions apply to annual leave.

(1) All permanently assigned Marines are encouraged and afforded the opportunity to take frequent periods of leave (to include at least one period of approximately 14 consecutive days in length or longer) whenever possible.

(2) As a general rule, Marine students at this command will not be granted any leave other than Emergency Leave and during Christmas Break while in a school status. Temporary additional duty assigned Marines, whose parent command has not authorized leave, will not be granted annual leave unless extraordinary circumstances prevail.

(3) The combination of leave and liberty may be authorized. However, leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of special liberty period. Also leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station.

(4) Marines should not be authorized to take leave in excess of what they can accrue prior to their Expiration of Current Contract (ECC).

(5) Leave can be granted at any time it is requested by the Marine, provided his/her presence is not required to accomplish the mission.

(6) Leave will not be authorized for more than 60 consecutive days during any fiscal year, unless approved by the Commandant of the Marine Corps (CMC).

(7) Persons authorized to grant leave as established in this Order should regulate quotas and schedule and maintain the degree of readiness required to accomplish their mission. Since the number of days a Marine may be absent and still be entitled to pay and allowances is fixed by statute, each Marine must be informed of their current leave account status at the time of each request for leave. This information is normally provided to the Marine by their Leave and Earnings Statement (LES) or via Marine On-Line (MOL). If a Marine does not receive an LES and is unable to determine such information, their administrative/personnel section will provide the Marine with this information.

c. Leave Granting Authority

(1) Enlisted Marines. With the exception of 4<sup>th</sup> Platoon, all requests for leave will be granted by the Senior Enlisted Marine via the appropriate chain of command. For Marines assigned to 4<sup>th</sup> Platoon the Marine Liaison Officer will be the granting authority via the appropriate chain of command. In lieu of the Marine Liaison Officer absence, leave requests will be forwarded to the Senior Enlisted Marine for approval. In lieu of the Senior Enlisted Marine absence, leave requests will be forwarded to the Commanding Officer for approval.

(2) Leave granting authority for the Marine Liaison Officer and the Senior Enlisted Marine rest with the Commanding Officer.



d. Commencement and Termination of Leave

(1) Under routine circumstances, leave shall commence at 1200.

(2) Personnel returning from leave will report no later than 1159. If a Marine returns from leave after the prescribed times, it will be counted as a day of leave.

e. Leave Extensions

(1) Extensions of leave will be granted for good and sufficient reasons. Marines desiring leave extensions will contact their Leave Granting Authority during normal working hours. After normal working hours, a Marine who is on leave will make emergency leave extension requests to their immediate supervisor.

(2) Marines are encouraged to assist in the local recruiting effort. Marines who are on leave may be granted an additional 5 days of leave for providing assistance/referrels to the local recruiting station in accordance with reference (a).

6. Liberty Policy. Liberty is an authorized absence from place of duty for a short duration (not to exceed 96 hours) not chargeable as leave. Per references (a) and (b) the following procedures apply concerning liberty.

a. With the exception of 4<sup>th</sup> Platoon, all requests for liberty will be forwarded to the Senior Enlisted Marine via the appropriate chain of command for approval. For Marines assigned to 4<sup>th</sup> Platoon the Marine Liaison Officer will be the granting authority via the appropriate chain of command. In lieu of the Marine Liaison Officer absence, liberty requests will be forwarded to the Senior Enlisted Marine for approval. In lieu of the Senior Enlisted Marine absence, liberty requests will be forwarded to the Commanding Officer for approval. Liberty granting authority for the Marine Liaison Officer and the Senior Enlisted Marine rest with the Commanding Officer.

b. Normal Weekend Liberty (Overnight). Monday through Thursday 1630 until the commencement of normal working hours the following day.

c. Weekend Liberty. Anytime after the conclusion of normal working hours on Friday, until the commencement of normal working hours the following Monday.

d. Special Liberty. Liberty granted outside the regular liberty periods, for unusual reasons, such as compensatory time off, emergencies, to exercise voting privileges, special recognition, or the observance of major religious events.

(1) Three-day (72 hour) Liberty. A special liberty period commencing at an hour designated by a Marine's liberty granting authority and ending 72 hours later.

(2) Four-day (96 hour) Liberty. A special liberty period commencing at an hour designated by a Marine's liberty granting authority and ending 96 hours later.

e. Liberty Limits



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(1) Normal liberty and Weekend liberty.

(a) Permanent Assigned Marines. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 80 miles of their place of residence without proper authorization.

(b) Student Personnel E-3's and below. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 80 miles of their place of residence without proper authorization.

(1) Weekday Liberty (Sunday night through Thursday night) expires at 2200 Central Standard Time daily.

(2) Weekend Liberty (Friday through Saturday night) expires at 0130 Central Standard Time daily.

(c) Student Personnel E-4's and above. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 80 miles of their place of residence without proper authorization.

(1) Weekday Liberty (Sunday night through Thursday night) expires at 2359 Central Standard Time daily.

(2) Weekend Liberty (Friday through Saturday night) expires at 0230 Central Standard Time daily.

(2) Special Liberty

(a) Permanent Assigned Marines. Those on liberty of more than 24 hours, but of 96 hours or less will not proceed beyond 300 miles of their place of residence without proper authorization.

(b) Student Personnel E-3's and below. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 300 miles of their place of residence without proper authorization. Liberty expires at 2359 Central Standard Time.

(c) Student Personnel E-4's and above. Those on normal liberty or special liberty of 24 hours or less will not proceed beyond 300 miles of their place of residence without proper authorization. Liberty expires at 0230 Central Standard Time.

f. Liberty Passes. A valid Armed Forces Identification Card shall suffice to identify Marines on authorized liberty. The Liberty Request/Out of Bounds Pass will be carried by Marines below the grade of Sergeant when on special liberty and are authorized to exceed liberty limits as set forth in in paragrpah 6.e above.

7. Procedures for Requesting Leave or Liberty

a. All Marines will submit, via their appropriate chain of command, all requests for leave/liberty via Marine On-Line (MOL), and will ensure they have approval prior to executing any leave/liberty.

b. All requests for leave/liberty must be submitted at a minimum three working days prior to the requested leave/liberty commencement date.



c. Leave/Liberty granting officials will ensure that a Operational Risk Management (ORM) Worksheets are properly completed prior to approving leave/liberty.

d. Commencement/termination of leave/liberty must be made in the immediate vicinity of Marine Corps Detachment Goodfellow Air Force Base, San Angelo, Texas.

#### 8. Leave and Liberty Check-Out/In Procedures

a. Permanent Personnel. Marines in the paygrade of E-5 and above may check themselves out/in on leave. Platoon Commanders have the permission/discretion to determine which staff members within their platoon are authorized to check themselves out/in on leave. Marines in the paygrade of E-4 and below are prohibited from checking themselves out/in on leave, and must coordinate his/her check out/in with their Platoon Commanders and/or Officer of the Day (OOD).

b. Student Personnel. Student personnel will check out/in of leave and liberty with their Platoon Commander or the OOD/DNCO at the Duty Office in building 401.

#### 9. Information Concerning Leave and Liberty

##### a. Instructions for Emergency Medical/Dental Treatment

(1) An emergency is defined as a situation wherein the need or apparent need for medical/dental attention at the time does not permit the transportation to a Federal medical or dental facility, including those available through Veteran's Administration Facilities. Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances, including crowns or inlays, or the use of gold or other precious metals for fillings.

(2) If emergency medical/dental care is required and there are no available Naval facilities, initial application will be made to another Federal medical/dental facility if available (Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veterans Administration).

(3) If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at government expense.

(4) If Marines on leave on leave or liberty are hospitalized, they should immediately notify their immediate supervisor if possible, or the nearest Marine Corps activity/representative. Upon release from the medical/dental facility provide, via telegram or telephone, the date of release. If the Marine is on leave, the Leave Authorization (NAVMC 3) must be endorsed/annotated to reflect the place hospitalized, time and date of admission, time and date of release, doctors diagnosis and doctor's signature. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending doctor containing the above information will be obtained by the Marine concerned, for delivery to their Leave Granting Authority.

(5) Whether or not civilian emergency health care involves hospitalization, the Marine is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Marine's command in order that the bill may be processed per the provisions of NAVMEDCOM L320.1 (Non-Naval Medical and Dental Care).



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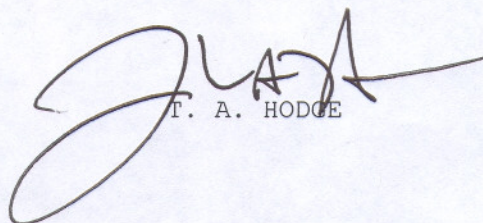
b. Conduct while on Leave/Liberty. While on leave/liberty you will conduct yourself in the highest regards of military discipline. Remember that you are a direct representative of the Marine Corps and you will need to ensure that you make a favorable impression upon the public.

c. Authority over Military Personnel. Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Annex Forces. Personnel on leave or liberty are subject to this authority.

10. Action

a. Platoon Commanders ensure all subordinate personnel are familiar with this commands Leave and Liberty policy and procedures.

b. Adjutant ensure widest dissemination of this Order. To which is to ensure that this Order is appropriately posted and made available to all personnel.



T. A. HODGE

DISTRIBUTION: A